

## **CITY OF BURBANK**

### **SENIOR REDEVELOPMENT PROJECT MANAGER**

#### **DEFINITION**

Under direction, to coordinate and supervise the planning and execution of all activities within a redevelopment project; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and coordinates the planning and implementation of complex redevelopment activities and establishes objectives, priorities and schedules to complete assigned projects; oversees the coordination of all applicable City departments involved in implementation of a redevelopment project; oversees preparation of comprehensive reports and documents; makes presentations before the Redevelopment Agency, City Council and public groups; directs field work and data collection for surveys and related project tasks by staff members and consultants; supervises all project activities including preparation of redevelopment plans, disposition and development agreements, maps, presentation graphics, and environmental documents; supervises acquisition and disposition of properties in project areas; coordinates the activities of consultants working for the Redevelopment Agency; negotiates agreements between developers and the Agency; establishes and maintains communication with citizen groups, public officials, consultants, and professional staff to coordinate and effectuate projects; may serve as Acting Assistant Community Development Director for Housing and Redevelopment in Director's absence; supervises, trains, and evaluates support personnel; this position is expected to serve as backup to the Assistant Community Development Director for Housing and Redevelopment and to take charge of the larger and more difficult projects; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - theory, principles and practices of management, planning, real estate and community development; California redevelopment law; method and uses of financial and economic analysis; zoning and building codes and engineering practices.
- Ability to - manage commercial, industrial and residential real estate development projects; negotiate contracts; effectively communicate, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, developers and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited four year college with a degree in business, public administration, planning, or related field and four years of progressively responsible experience in the management, financial, economic analysis of redevelopment and real estate transactions, with two years of that time in a project manager or supervisory capacity. NOTE: A Master's degree in business, public administration or related field may substitute for one year of the required experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.